MOVING TIPS

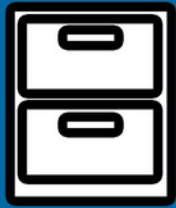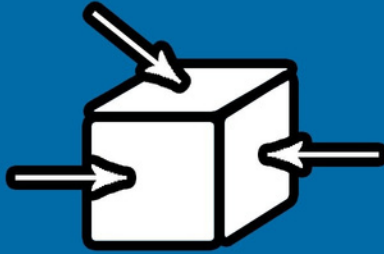### FILE CABINETS
Empty all file cabinets.

LATERAL FILE CABINETS

BOXES
Label boxes in three places (top and two sides.) Include your name, building, and room number.

TELEPHONES/DATA PORTS
Contact OIT at helpdesk@uah.edu prior to your move to ensure all data/telephone ports are ready. Pack your telephone along with your computers.

COPIERS
Contact the Copy Center at copycenter@uah.edu to make arrangements to move your large, leased copier. All desktop printers should be packed with your computers, telephones, and desktop printers.

COMPUTERS/DESKTOP PRINTERS
Movers can move computers-if cords are disconnected and boxed. Label computer and box with name, building, and room number. Back up your computer; some will not come back to life.